

File Number: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Short-Term Rental New Application (STR-N)

Applications for a new short-term rental license will only be accepted during January, February, July and August.

Address of Rental: _____

STR Property Name as Advertised (if applicable): _____

STR License for Primary Dwelling _____ or Accessory Dwelling _____ (May not rent both)

Date of Construction of Rental Unit _____ Number of Bedrooms _____

Property Tax Identification Number: _____ Principal Residence: Yes _____ No _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Has a STR License ever been issued for this property (Year if known): _____

Applicant(s) Name: _____ Email: _____
(Must be record title holder)

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

Applicant(s) Name: _____ Email: _____
(Must be record title holder)

Address: _____

Telephone Number: _____ Cell Number: _____ Fax: _____

If there are any additional Property Owners provide on a separate sheet along with the Notary Signature, Date and Seal or Stamp.

Resident Agent: _____ Email: _____

Address: _____

Telephone Number: _____ Cell Number: _____

Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property in order to: 1) verify that the property complies with the International Residential Building Code adopted by Talbot County, as amended, with respect to emergency escape and rescue openings, exits and smoke alarms; 2) verify the property is

equipped with a fire extinguisher in the kitchen and any other area in which flammable or combustible materials are kept or stored; 3) determine that the plans submitted are accurate, and 3) make note of any special conditions. All inspection reports shall be submitted to Planning and Zoning on a form prepared by the Planning Director. A third party certified building inspector may complete the form, or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

Fees:

_____ Planning and Zoning application fee payable to: Talbot County, Maryland, in the amount of \$300 for new applications, or \$250 for renewal applications.

_____ Health Department application fee payable to: Talbot County Environmental Department, in the amount of \$100 for new applications or \$75 for renewal applications. No Health Department fee is assessed to applicants with STR's on public sewer. Planning and Zoning will forward all necessary documentation and fees to the Health Department, a separate submittal is not necessary.

_____ All safety inspection reports shall be submitted to Planning and Zoning on a form prepared by the Planning Director. A third party certified building inspector may complete the form, or requests for County inspections must be accompanied by a \$40 inspection fee. County reinspections are subject to a fee of \$50.

Certification: I certify that all the information noted herein and in any attached checklist and documents, are true and correct to the best of my knowledge and belief. I understand that in accordance with *Talbot County Code*, Chapter 190, Talbot County may decline to issue or may suspend or revoke a short-term rental license due to any false, inaccurate, or misrepresentation in this application or other registration. By the filing this application, I acknowledge that I have read and will ensure that the STR property will be rented and used in accordance with the *Talbot County Code*. I authorize agents of the regulatory governmental agencies to enter onto my property for the purposes of performing the inspections necessary to ensure compliance with all regulations, restrictions and limitations on the establishment and operation of a short-term rental property.

Owner's Signature: _____ Date: _____

Notary: _____ Exp. Date: _____

{Notary Seal}

Owner's Signature: _____ Date: _____

Notary: _____ Exp. Date: _____

{Notary Seal}



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New Short-Term Rental Checklist

In order for this application to be processed and placed on a Board agenda, all of the following statements and documentation shall be confirmed and/or provided. Any application submitted without all of the required documentation will be deemed incomplete and shall not be scheduled for review by the Board until complete. Initial all applicable responses below. If no, provide detailed written response.

1. Is this property within a homeowner's association, property owner's association and/or is it governed by any type of covenants, conditions and restrictions specifically prohibiting the rental of properties or short-term rentals? Yes _____ No _____
2. I or the resident agent listed on the application have a home or office within thirty (30) miles of the STR unit and are available to respond to the subject property and may be contacted 24 hours a day during periods of short-term rental. Yes _____ No _____
3. All applicable Talbot County Accommodations Taxes and MD Sales Taxes are and will be paid on-time and in accordance with County/State Law. Yes _____ No _____
4. I have provided a statement of where and how we will be advertising the short-term rental, including printed, on-line and audio or video material. We acknowledge that all advertising must include the Talbot County short-term rental license number.
Yes _____ No _____
5. I have attached a copy of the standard lease agreement and house rules specific to our rental, which includes all required language listed on reference document within this application. Yes _____ No _____
6. Site and floor plans to scale, including locations of structures, label use of specific rooms, decks, patios, porches, safety equipment, swimming pools, outdoor entertainment areas, garages, fencing, screening, vegetation, roads, paved areas, walkways and parking spaces. Outside recreational areas intended for STR tenants shall be screened by a setback of 50 feet from property lines, or a combination of vegetation or topographic features between parcels. Yes _____ No _____
7. Proof of satisfactory inspection report from a licensed inspector as to water quality. A copy of the "approved" results of a bacteriological water sample obtained from a State of Maryland certified drinking water testing laboratory. Sample results must have been completed within ten (10) months of application date. See hand out for information on Certified Water Testing Labs. Yes _____ No _____
8. Type Sewage Disposal: Public: _____ Individual On-Site: _____
 - a. If the proposed STR is served by an on-site sewage disposal system an annual determination shall be made by TCHD regarding the adequacy of the system. If

File Number: _____

applicable, proof of satisfactory inspection report from a licensed inspector as to septic system operation may be required.

- b. New STR's served by public sewer shall submit a letter of authorization from the County Engineer indicating adequacy of sewer to serve proposed use.

9. Copy of current deed to the property seeking licensure. Yes _____ No _____
10. Copy of your notification letter, proof of notice to all applicable property owners, and signed Certificate of Service, in accordance with the Notice of Application requirements of Chapter 190. Yes _____ No _____
11. Copy of the Sign Posting sheet. Yes _____ No _____
12. Completed request for zoning and safety inspection form provided in this application.
Yes _____ No _____
13. Provide 10 copies of the completed application (Pages 1 through 12 of this package) and 10 copies of all attachments to include; site plans and floor plans shown to scale and indicating all required information, completed inspection reports, deed, all other forms and documents as indicated herein. Yes _____ No _____



File Number: _____

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Notice of Application

1. The applicant shall provide proof that the short-term rental application information has been provided to the following:
 - a. Owners of properties contiguous to the short-term rental property;
 - b. Owners of properties across a roadway, easement or right-of-way from the short-term rental property;
 - c. Owners of all other properties with a property line within 1,000 feet, including in line of site within 1,000 feet across waterways of the short-term rental dwelling; and,
 - d. If applicable, a homeowner's association, property owners association or covenant administrator for the development where the short-term rental property is located.
2. Notification shall be by certified mail, return receipt requested or other shipping carrier with adult signature required, to the address provided on the annual Talbot County tax bill or any other written means, such as e-mail or regular mail, provided receipt is confirmed in writing.
3. The notice shall include, at a minimum, information as listed in the example short-term rental notification letter in the application package. This information shall include: the applicant's name, contact information, including address, e-mail, and telephone number; 24 hours contact information in the event of any problem at the short-term rental property; contact information for the Code Compliance Officer or other designated County official; statement that a short-term rental application has been filed with the Talbot County Department of Planning and Zoning and that such application is available for public inspection; and state, if applicable, that a public hearing on the application will be held by the Short-Term Rental Review Board.
4. The notices required by this Section shall be sent out within 21 days of filing the short-term rental application with the Talbot County Department of Planning and Zoning.
5. The applicant shall file a certificate of service with the Talbot County Department of Planning and Zoning promptly after sending out the required notices on a form prepared and approved by the Planning Director. The certificate shall be signed by the applicant; certify that the required notices were sent out in accordance with this Section; and, include a list of all recipients and a copy of the notice that was sent out.

Certificate of Service

I certify that all required notices were sent out by _____, 20__ in accordance with Chapter 190 of the *Talbot County Code* and provide the attached list of all property owners notified and have attached confirmed receipts of notice.

Applicant/Agent's Signature

Date

Hearing Notice

The Planning Director shall provide the applicant with a copy of the official public notice. The hearing for new licenses shall be no sooner than 21 days from the date of the certificate of service. The applicant shall send the Short-Term Rental Review Board public hearing notice and agenda by certified mail to the list of property owners who received the notice of application as outlined above.

I certify that the required notices will be sent out in accordance with Chapter 190 of the *Talbot County Code* to the attached list of property owners and will provide the Planning Office with confirmed receipts of notice.

Applicant/Agent's Signature

Date



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Property Owner Notification List

Name(s) and Addresses of the property owner(s) provided notice as required by Chapter 190 of the *Talbot County Code*. The notices are to be mailed to the same address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name, Address and if applicable, Email	Map	Grid	Parcel & Lot #

Please indicate if additional copies of this form or an attachment with the information requested above are provided. Indicate total number of property owner list pages ____ of ____.

Applicant shall file a certificate of service to the Talbot County Department of Planning and Zoning promptly after sending out notices. All notices shall be sent out within 21 days of filing the short-term rental application.

 Applicant/Agent's Signature

 Date



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Office Use Only: Applicant: _____

Sign No.: _____ Sign Condition Posting: _____ Sign Condition Return: _____

Damages: _____

SHORT-TERM RENTAL SIGN POSTING

The Talbot County Code Compliance Officer shall post a sign on the subject property at least 15 days prior to the Short-Term Rental Review Board Hearing scheduled for: _____ . The sign will be removed from the property and returned to the Department of Planning and Zoning within five (5) business days after the above scheduled STR Review Board meeting.

 Signature of Code Compliance Officer

 Date Property Posted

I _____, the undersigned owner/agent hereby affirm that the sign(s) will remain posted in the location determined appropriate by the Code Compliance Officer and accept responsibility for the **full cost of repair or replacement for any damaged sign**.

 Signature of Owner/Applicant/Agent

 Date

Information Purposes Only (Posting of Sign)

Posting of Property: The sign shall be:

- (a) Located within 10 feet of the right-a-way of the most traveled public road abutting the property;
- (b) If no public road abuts the property, placed and oriented in such a manner as most readily may be seen by the public, as designated by the Code Compliance Officer;
- (c) Maintained in a visible location and free from obstruction by vegetation until after the conclusion of the last public hearing or public meeting on the application.

Short-Term Rental Notification Letter

Date: _____

Dear Neighbor:

This letter is to inform you that I, as the owner of the below noted property, have within the past 21 days, submitted an application to rent the premises below on a short-term basis to visitors and vacationers.

Short-Term Rental: Street Address: _____
City, State, Zip: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____
Property Tax Account ID number: _____

☐ **Property Owner/Applicant:**

Name: _____

Mailing Address: _____

Physical Address: _____

Home Phone: _____ Fax No.: _____

Cell No.: _____ E-mail: _____

Internet Address: _____ Other: _____

☐ **Resident Agent:**

Name: _____

Mailing Address: _____

Physical Address: _____

Home Phone: _____ Fax No.: _____

Cell No.: _____ E-mail: _____

Internet Address: _____ Other: _____

Should any problems arise with this rental property, myself or my resident agent, as indicated with the check box above as the primary contact, may be contacted 24 hours a day. My resident agent or I will monitor the use of the STR property; we further certify that the primary contact has a principal residence in Talbot County or home or office within 30 miles of the STR property.

If unable to reach the above contacts you may call Talbot County Department of Planning and Zoning at 410-770-8030. They will contact the on-call County Code Compliance Officer. The County is working to develop a 24/7 application and complaint portal. Please check the Department webpage at www.talbotcountymd.gov for updated information.

File Number: _____

By mailing this letter to you, I am notifying you of the pending short-term rental application filed with the Department of Planning and Zoning and that such application is available for public inspection. For all new licenses, a notice of the Short-Term Rental Review Board hearing will be sent to you by certified mail and the hearing will be scheduled no sooner than 21 days from certificate of service of this letter. Renewal applications will be processed administratively by the Planning Director without a hearing unless substantial reasons exist to refer the application to the STR Board as outlined in Chapter 190 of the Talbot County Code.

If you have questions or concerns relating to the STR application or approval process, please contact:

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2, Easton, MD 21601
Phone: 410-770-8034
Email contact: edeflaux@talbotcountymd.gov

Code Enforcement Officer:
Duane Gottschalk
Phone: 410-770-8030

Sincerely,

STR Property Owner

File Number: _____



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Short-Term Rental Safety and Zoning Inspection Application (new and renewal)

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Numbers: _____ Cell Number: _____

Location of Short-Term Rental Property: _____

STR Property Name as Advertised (if applicable): _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Property Tax ID No.: _____ Short-Term Rental License Year: _____

Resident Agent: _____

Resident Agent Contact Info: _____

Short-Term Rental Inspections provide a means for administrative review and approval of short-term rental properties for safety and zoning compliance. Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property with Planning and Zoning. A third party certified building inspector may complete the following safety and building inspection report or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

Detailed Description of the Zoning Inspection Request: Submit drawing or site plan, for the outside areas to demonstrate that decks, patios, porches, game courts, swimming pools, and similar areas are screened from neighboring properties or meet the minimum 50 foot setbacks. In addition, label the parking area, number of spaces and trash storage location.

Detailed Description of the Building Inspection Request: Submit a floor plan drawing indicating areas to be inspected for compliance with the International Residential Code, Section R314 smoke detectors, Section R310 emergency escape & rescue openings and R311 means of egress (identify location of each smoke detector on plan).

Certification: I certify that all the information noted herein and in any attached documents is true and correct to the best of my knowledge and belief. By filing this application, I acknowledge that I have read and will ensure that the STR property will be rented and used in accordance with the Code. I authorize agents of the regulatory governmental agencies to enter onto my property for the purposes of performing the inspections necessary to ensure compliance with all regulations, restrictions and limitations on the establishment and operation of a short-term rental property.

Owner/Agent's Signature: _____ Date: _____

Short-Term Rental Safety and Compliance Inspection Report (new and renewal)

A. **Timing and Fees:** Short-Term Rental Inspections are performed as required in the *Talbot County Code*, Chapter 190. The resident agent or owner is responsible for scheduling the zoning and building inspection and attending the inspections. Upon submittal of an application for a short-term rental license, the applicant shall schedule an onsite inspection of the property with the Planning Director or a Code Enforcement Officer. A third party certified building inspector (International Residential Code) may complete the safety and building inspection portion of this form or requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. Checks made payable to Talbot County, Maryland.

B. **Inspections:**

An application for inspection is used for both the zoning and building code compliance. The application requires a site plan or drawing to demonstrate compliance with zoning and a narrative and drawing to show compliance with the International Residential Building Code.

Zoning Compliance Certification (to be initialed by inspector):

_____ 1. Accurate site plan.	_____ 2. Setbacks and screening.
_____ 3. Off-street parking.	_____ 4. Other: _____

Safety and Building Inspector Certification, compliance with the 2003 International Residential Code (to be initialed by inspector):

_____ 1. Accurate floor plan, to include location of the following:
_____ 2. Smoke detector locations shall comply with Section R313 to include at least one <i>inside</i> each bedroom and other locations as applicable.
_____ 3. Emergency escape & rescue openings that comply with Section R310.
_____ 4. Means of egress shall comply with Section R311 to include at least one 36" exit.
_____ 5. Fire extinguishers in kitchen and other areas of flammable material storage. Size and type of extinguisher shall be appropriate for use and location.
_____ 6. Other: _____

Name of Zoning Inspector: _____

Inspector Credentials: _____

Date of Inspection: _____ Re-inspection: _____

Fail-Comments: _____

Pass-Conditions: _____

Name of Safety Inspector: _____

Inspector Credentials: _____

Date of Inspection: _____ Re-inspection: _____

Fail-Comments: _____

Pass-Conditions: _____



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Language that shall be included in the Written Lease and/or House Rules for Short-Term Rentals

In accordance with the *Talbot County Code*, Section Chapter 190, use of a dwelling unit for the purpose of transient rental must comply with the following rules and regulations:

1. Use of this unit is subject to short-term rental operating guidelines and license application requirements of the *Talbot County Code*.
2. In addition, this rental is required to comply with the following codes, regulations and requirements administered by the Talbot County Health Department and the State of Maryland Department of Health and Mental Hygiene;
 - a. COMAR 26.04.02 – On-site sewage disposal systems
 - b. COMAR 26.04.04 – Water Supply
3. Short-term rental is limited to the primary or accessory dwelling, as applicable, but not for both.
4. This unit shall comply with the International Residential Building code, Section R310 (Emergency Escapes and Rescue Openings), R311 (Means of Egress), R314 (Smoke Detectors) and shall be equipped with fire extinguishers in the kitchen and any other area in which flammable or combustible materials are kept or stored.
5. Maximum occupancy of this site during period of short-term rental is _____.
(The lesser of twelve persons or two persons per bedroom excluding infants under eighteen months)
6. Three (3) night minimum stay for all short-term lease holders.
7. All STR vehicles shall use off-street parking spaces provided on subject lot.
8. Subleasing of this unit is prohibited.
9. This unit, the property or any associated appurtenances shall not be used for any wedding, reception, banquet, corporate retreat, fundraiser or similar activities that would exceed the maximum persons permitted to be on-site associated with the short-term rental.
10. All pets (if allowed) shall be leashed or confined at all times.
11. Noise levels shall comply with the requirements of the *Talbot County Code*.
12. Fireworks are prohibited.
13. A copy of the lease shall include all conditions, restrictions, and limitations imposed on the short-term rental, or any physical condition or approved waiver granted to a rental property. A copy of the lease shall be available on-site at all times of rental use and made available to Code Enforcement Officers upon request.
14. Occupants shall be aware of all property boundary lines and respect the private property rights of adjoining land owners.

15. House rules for all properties mapped within the Critical Area Overlay (CAO) District, Shall include the following statement:

This property is located within the Critical Area Overlay (CAO) District. The Critical Area is a resource protection area to help improve the water quality of the Chesapeake Bay. The State of Maryland and Talbot County have special regulations in place to preserve and protect the sensitive environmental features and species located in and around this property. Do not disturb, cut, or clear trees, shrubs, or other natural vegetation on this property without approval from Talbot County Planning and Zoning (410-770-8030).



File Number: _____

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State Certified Water Testing Labs

Water Testing Lab
1000 Butterworth Court
Stevensville, MD 21666

Office: 410-643-7711
410-820-8485
Toll Free: 800-200-5323

Chesapeake Environmental Lab, Inc.
302 Love Point Road
P.O. Box 946
Stevensville, MD 21666

Office: 410-643-0800
Toll Free: 800-300-8378

Environmental Testing Lab
108 Old Solomon's Island Road
Annapolis, MD 21401

Office: 410-224-4304
Toll Free: 800-222-4833